

TOWN OF CLARENCE APPLICATION FOR USE OF TOWN PARK CLUBHOUSE

NAME OF ORGANIZATION OR GROUP

TYPE OF EVENT

NO. OF PEOPLE

DATE OR DATES REQUIRED

FEE
(Use of Dishes or Fundraiser)

HOURS REQUIRED

TIME IN

TIME OUT

PARKING REQUIRED (200+ people) Time

FEE \$50.00
(See Rule No. 9)

FACILITY REQUIRED:

CLUBHOUSE - SMALL ROOM
(15 to 50 people)

LARGE ROOM
(40 to 200 people)

MEETING ROOM (2nd FLOOR)
(50 to 60 people)

UTILITIES REQUIRED:

CHINA

SILVERWARE

COFFEE MAKER

TABLES

CHAIRS

(Circle which ones)

RULES AND REGULATIONS

1. In order to use the Clubhouse one must have an approved application and only residents of the Town of Clarence, organizations and groups located within the Town may make application. Applicant must be at least 21 yrs. of age.
2. AT LEAST 1/3 OF THE GROUP USING THE FACILITIES MUST BE CLARENCE RESIDENTS. Proof of residency is required and the names and addresses of both residents of the Town of Clarence and non-residents must be submitted with this application.
3. HOURS OF USE FOR CLUBHOUSE: 8 A.M. to 11 P.M.
4. Clubhouse use is restricted to non-profit service organizations of the Town of Clarence. FEES FOR USE OF CLUBHOUSE: *Fund Raising Events* - \$25.00 per day; *Use of Dishes* - \$15.00 per day for up to 50 people; \$30.00 per day for up to 100 people; \$50.00 per day for up to 200 people. *Special Set-up* - \$50.00 charge.
5. Alcoholic beverages (beer/wine) are permitted in the Clubhouse and the immediate grounds only as an integral part of a meal. Cocktail parties are prohibited before or after a meal. No one is allowed to have liquor in the park.
6. Clubhouse will be closed on New Year's Eve and New Year's Day, Easter, Thanksgiving Day, Christmas Eve and Christmas Day.
7. A minimum of 15 people is required to reserve the small meeting room and meeting room on the 2nd floor and a minimum of 40 people is required to reserve the large meeting room. Maximum occupancy of the Clubhouse is 200 and is posted for compliance.
8. TEEN USE OF CLUBHOUSE: There must be one adult chaperone for every 25 teenagers with a minimum of 4 adult chaperones. Names and addresses of chaperones must be submitted with application.
9. A \$50. User Fee is required for groups of 200+ people for parking of cars and extra clean-up charges.
10. Reservations for use of the Clubhouse must be made AT LEAST 48 HOURS IN ADVANCE. Any cancellation should also be made AT LEAST 48 HOURS IN ADVANCE to the Town Clerk at 741-8938 or the Park Supt. at 741-8927.
11. Groups using the Clubhouse are limited to one occasion per month, unless for a special event or circumstances.
12. Return completed application to: Clarence Town Clerk, One Town Place, Clarence, NY 14031.

THE TOWN BOARD WILL HOLD THE USER RESPONSIBLE FOR SUPERVISION OF THEIR GROUP AND FOR ANY DAMAGE TO TOWN FACILITIES OCCURRING DURING AND RESULTING FROM SUCH USE.

DATE

SIGNED

TELEPHONE

ADDRESS

APPROVED

Town Clerk

APPROVED

Town Board

DATE

DATE